



Submit this completed form at City Hall, or use [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) to submit your application online.

## TRANSITORY ACCOMODATIONS

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This intake checklist identifies minimum application elements necessary for the City to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

“Transitory Accommodations” shall mean tents, sheds, huts, cabins, trailers or other enclosures which are not permanently attached to the ground, may be easily erected and dismantled, and are intended for temporary occupancy, usually for recreational or humanitarian purposes. A transitory accommodation permit shall be required prior to the commencement of such a use, unless the community development director determines, after consideration of the performance criteria set forth in Bothell Municipal Code 12.06.160, that the proposed transitory accommodation possesses no characteristics which might adversely impact the community.

Transitory accommodations can vary widely in their characteristics, which include but are not limited to size of site, surrounding land uses, duration, number of occupants, noise generation, and light and glare emanation. Accordingly, certain types of transitory accommodations may require the imposition of extensive conditions to mitigate potential adverse impacts to the community, while others may not: in some cases, adequate mitigation of impacts may not be feasible, and a proposed transitory accommodation consequently may not be allowed. The Community Development Director shall therefore have the authority to approve, approve with conditions, or deny a permit for a transitory accommodation proposal, after consideration of the performance criteria set forth in Bothell Municipal Code 12.06.160.

Application elements. Applicant: Check each box under the Applicant heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package. If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.

**Applicant**

**Staff**

- A completed and signed Permit Application form. Please note that the transitory accommodation host, sponsor and manager are all required to sign the Permit Application form and are jointly considered the “applicant”.
- L  A legal description of the subject property.
- Development Review Billing Form

Please submit **eight (8)** of each of the below required materials. If applying for multiple permits concurrently, submit the highest number of required plan sets.

- L  Transitory accommodation impact mitigation plan, per BMC 12.06.160.B.3.a.iii.
- L  If the proposed transitory accommodation is within 600 feet of any licensed child care facility or any public or private elementary, junior high or high school, documentation of advance discussions with the administrations of those facilities and schools, per BMC 12.06.160.B.3.a.iv.

Please submit **eight (8)** of each of the below required materials (continued from previous page).

**Applicant**

**Staff**

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| L | <input type="checkbox"/> | Documentation demonstrating compliance with site performance criteria, per BMC 12.06.160.B.3.b, including any site, parking, planting, restoration or other plans deemed necessary by the Community Development Director.   | <input type="checkbox"/> |
| L | <input type="checkbox"/> | Documentation demonstrating compliance with duration performance criteria, per BMC 12.06.160.B.3.c, including any narrative or other materials deemed necessary by Community Development Director.  | <input type="checkbox"/> |
| L | <input type="checkbox"/> | Documentation demonstrating compliance with health and safety performance criteria, per BMC 12.06.160.B.3.d, including any materials deemed necessary by the Community Development Director.  | <input type="checkbox"/> |
| L | <input type="checkbox"/> | Documentation demonstrating compliance with conduct and security performance criteria, per BMC 12.06.160.B.3.e, including any noise or light and glare impact mitigation plans or other materials deemed necessary by the Community Development Director or the Police Chief. | <input type="checkbox"/> |
| L | <input type="checkbox"/> | Documentation demonstrating compliance with indemnification, liability insurance and any other performance criteria which the community development director may deem applicable to the proposed transitory accommodation, per BMC 12.06.160.B.3.f.                           | <input type="checkbox"/> |

*A Transitory Accommodation permit is a Type II permit and is processed in accordance with BMC Title 11, Administration of Development Regulations.*

Pre-application meetings are not mandatory for Transitory Accommodations applications. However, the City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. The fee for a non-mandatory pre-application meeting will be determined based on the staff time to prepare and attend the pre-application meeting.